

3001 - PUBLIC WORKS DIRECTOR

NATURE OF WORK

Highly responsible managerial position with considerable difficulty, operating the Public Works Department. Supervision is exercised over subordinate supervisory, administrative, technical and clerical employees.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, organizes, and controls departmental activities and directs subordinate personnel in functions of Public Works Administration, Engineering, Water and Sewer Maintenance and Construction, Street and Street Lighting Maintenance and Construction, Storm Sewer Maintenance and Construction. Resolves/answers complaints and questions from the Mayor, City Commission and Citizens. Meets with public officials and civil organizations to explain various department projects and programs. Meets with Division Heads to discuss the priorities, scheduling, assignments, problems and special projects or emergencies to insure proper and prompt action is taken towards resolving dept situations. Reviews and analyzes reports, budget, plans, specifications, bids, contracts, and other correspondence submitted from within the department or by outside utility agencies and consultants, to insure compliance with prescribed standards, rules and regulations. Trains other employees concerning their duties or departmental functions. Conducts research and investigations relating to department operations. Develops, implements, evaluates and maintains departmental programs. Coordinates the activities of the Public Works Department with other City work programs and departments and with other agencies. Assesses personnel training needs of the department in order to plan, organize and implement appropriate training programs. Assesses equipment needs in order to make recommendations regarding equipment acquisitions and utilization. Prepares and administers the department budget. Performs the duties of staff coordinator for the Finance Capital Committee and City Commission. Administers personnel actions within the Department in accordance with City procedures. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of principles, methods, materials, equipment and practices of Public Works engineering, construction, and maintenance activities. Extensive knowledge of the principles of general management, public and business administration, and their application to governmental administration. Considerable knowledge of research techniques and the sources and availability of current information

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applicable to the operation of the Public Works Department.

Considerable knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge.

Considerable knowledge of the principles and practices of modern office administration.

Considerable knowledge of public relations principles and techniques.

Extensive knowledge of supervisory principles and practices.

Extensive knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting.

Considerable knowledge of the principles and practices of public personnel administration, City personnel policies and procedures, or the ability to acquire such knowledge.

Considerable knowledge of basic accounting principles, practices, and procedures and their application to governmental computerized accounting systems.

Extensive knowledge of modern practices in equipment operations, maintenance and repair.

Ability to train subordinate employees in the area of their work assignment.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to give and carry out complex verbal and written instructions.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to evaluate supervisory and subordinate employees' performance.

Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply them to a variety of problems.

Ability to supervise a staff of administrative employees in a manner conducive to full performance and high morale.

Ability to develop and implement administrative programs and procedures and to evaluate their effectiveness

Ability to exercise judgement and discretion in devising, installing, and interpreting City rules, regulations, policies, or procedures.

MINIMUM REQUIREMENTS

Extensive experience of a responsible managerial and administrative nature in a large public works program or related experience in a high level municipal management position. Graduation from an accredited college or university with major course work in Public or Business Administration, Civil Engineering, or equivalent. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor,

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calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from an Assistant City Manager. Work is performed with little supervision and a broad latitude for use of independent judgement in the selection of work methods and procedures.

SUPERVISION EXERCISED

Supervises the work of supervisory, administrative, clerical, technical, and all other employees within the department.

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